SUBJECT TO FINAL APPROVAL BY PLANNING COMMISSION

WILLMAR PLANNING COMMISSION CITY OF WILLMAR, MN WEDNESDAY, APRIL 13, 2016

MINUTES

- 1. The Willmar Planning Commission met on Wednesday, April 13, 2016, at 7:00 p.m. at the Willmar City Offices Conference Room #2.
 - ** Members Present: Gary Geiger, Aaron Larson, Rolf Standfuss, Margaret Fleck, Bob Poe, Rebecca Trongaard, and Steve Gardner.
 - ** Members Absent: Randy Czarnetzki.
 - ** Others Present: Beverly Dougherty, Shelby Lindrud, Warren Erickson, Bev Werder, Ron Werder, Nancy Patock, and Megan DeSchepper- Planner.
- 2. <u>MINUTES</u>: The March 23, 2016 minutes were approved as submitted.
- 3. <u>WELCOME</u>: The Planning Commission welcomed Rebecca Trongaard a newly appointed member of the Commission and thanked her for donating her time to her community.
- 4. CENTRAL BUSINESS DISTRICT DESIGN STANDARDS ORDINANCE- FILE NO. 16-01: The public hearing opened at 7:01 p.m. Staff presented the Central Business District Design Standards Ordinance. A subcommittee of the Planning Commission started working on the Ordinance in June of 2015. Design standards are goals in the Comprehensive Plan and the Downtown Plan of the City of Willmar. The Planning Commission tweaked the documents during the last few meetings in regards to building height limits and windows.

There were no comments from the audience and the public hearing closed at 7:03 p.m.

The Planning Commission talked about all the projects that would be in the Central Business District would require Plan Review so the Commission would be seeing the projects. An applicant could try to vary from the code with a variance, which would go before the Board of Zoning Appeals.

Mr. Standfuss made a motion, seconded by Ms. Fleck, to approve the Ordinance and forward it onto the City Council for a public hearing and adoption.

The motion carried.

5. TRENTWOOD ESTATES THIRD ADDITION PRELIMINARY PLAT- FILE NO. 16-01: 7:07 p.m. Warren Erickson, of Erickson Land Co., presented a preliminary plat of a two lot replat combining 24' of adjacent land that he owns to two existing lots in

Trentwood Estates on property legally described as follows: Lot 1 & 2, Block One, Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle). Erickson Land Co. has a proposed use of an assisted living facility on proposed Lot 2 that requires the additional land to meet setbacks.

With no comments from the public the hearing was closed at 7:11 p.m.

Staff comments were reviewed and discussed (see Attachment A).

Mr. Poe made a motion, seconded by Mr. Geiger, to approve the preliminary plat with the following conditions:

- A. 6' utility easement shall be added to all property lines of each lot.
- B. If pending assessments are added to the parcels prior to final plat recording, reapportionment or full payment of assessments will be required.
- C. Declarations shall be updated to include new legal descriptions. And homeowner's association bylaws shall be updated if these parcels are going to part of the association and recorded with the final plat.
- D. Tapping fees apply for the sanitary sewer connection.

The motion carried.

6. ERICKSON LAND CO. REZONE AG TO R-2 AND GB- FILE NO. 16-02: The public hearing opened at 7:15 p.m. Warren Erickson, Erickson Land Co., presented the rezoning request of the land he proposes subdividing (see above) which is currently zoned AG (Agricultural) to GB (General Business) and R-2 (One and Two Family Residential) on property legally described as follows: Lot 1 & 2, Block One, Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle).

The Commission talked about the existing lots are zoned GB and R-2 and that this is just zoning the additional 24' that is being added to the north property line to correlate with what exists. Staff noted that this is in keeping with the Comprehensive Plan that depicts Lakeland Dr. NE as a major road with commercial development along it and then the dense residential to act a buffer to the single and two family homes further east.

The Commission reviewed and discussed staff comments (See Attachment A).

With no comments from the public the hearing was closed at 7:20 p.m.

Mr. Geiger made a motion, seconded by Ms. Trongaard, to approve the rezone request and forward it onto the City Council for a public hearing and ordinance adoption.

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The motion carried.

7. <u>ERICKSON LAND CO. TWO 10-UNIT ASSISTED LIVING FACILITIES</u>
<u>CONDITIONAL USE PERMIT-FILE NO. 16-01</u>: The public hearing opened at 7:21

p.m. Warren Erickson, Erickson Land Co., presented plans on behalf of Passion Properties Two, Willmar, MN, for two 10-unit assisted living facilities on property legally described as follows: Lot 1 & 2, Block One, Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle). Assisted living facilities are permitted in the R-2 district with a conditional use permit. The façade of the building will be similar to other homes in the vicinity and will fit in well with the residential properties. The applicant proposes building one 10-unit facility in 2016 and the second facility will be some at some future date unknown.

With no comments from the public the hearing was closed at 7:25 p.m.

Staff comments were reviewed and discussed. (see Attachment A).

The Commission talked about the facility being a good neighbor and fitting in well with the neighborhood. The property is part of the homeowners association so will be maintained in the same manner as adjacent properties. Parking exceeds Ordinance minimums.

Mr. Standfuss made a motion, seconded by Ms. Fleck, to approve the conditional use permit with the following conditions:

- A. If the parcel is going to be part of the homeowners association; the declarations and bylaws shall be updated and recorded with the final plat.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

The motion carried, with Mr. Gardner abstaining.

8. With no further business to come before the Commission the meeting adjourned at 7:28 p.m.

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Respectfully submitted,

Megan M. DeSchepper, AICP Planner/Airport Manager

Planner/Airport Manager

Attachment A

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PLANNING COMMISSION-APRIL 13, 2016

STAFF COMMENTS

1. TRENTWOOD ESTATES THIRD ADDITION PRELIMINARY PLAT FILE NO. 16-01:

- The applicant is Erickson Land Co. (Warren Erickson), Willmar, MN.
- The two lot replat is to enlarge both lots with some adjacent land also owned by the applicant to allow for future assisted living development on property legally described as follows: Lot 1 & 2, Block One Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle NE).
- The properties are accessed via Upper Trentwood Circle NE and the proposed Lot 1 also has access via Lakeland Dr. NE.
- The existing Lot One and proposed Lot One are zoned GB (General Business), and the
 existing Lot Two and proposed Lot Two are zoned R-2 (One and Two Family Residential)
 (rezone of AG land required and conditional use permit required for assisted living facility).
- The applicant proposes adding 24' onto the existing lots from AG land he owns to allow for development of assisted living facilities on Lot 2 and meet required setbacks.
- Both lots exceed minimum lot sq. ft. and lot width requirements.

Department Comments:

MUC Comments: Electrical service is available. 6' utility easements shall be added to all property lines of each lot. Water service is available off of Upper Trentwood Circle NE.

Assessor's Comments: Replat of 95-828-0010, 95-828-0020 and plat part of 95-912-0950. Rezoning and conditional use permit are being addressed. Will there be adequate off street parking? Will declarations be updated? Will these parcels be part of the owner's association for Trentwood Estates? There are pending assessments for the lots that are not available at this time, but reapportionment may be necessary depending on the timing of the final plat and whether the applicant pays them in full or not etc.

Engineering/Public Works Comments: This is a 24' addition to two existing lots that were improved in City projects in 2004. Street layout and design are ok as exist. Sanitary sewer is available in Upper Trentwood Cricle NE tapping fees apply. Storm sewer site drainage is adequate.

Fire Chief/Marshall Comments: All hydrants already in place and adequately located.

RECOMMEDNATION: Approve the preliminary plat with the following conditions:

- A. 6' utility easement shall be added to all property lines of each lot.
- B. If pending assessments are added to the parcels prior to final plat recording, reapportionment or full payment of assessments will be required.
- C. Declarations shall be updated to include new legal descriptions. And homeowners

association bylaws shall be updated if these parcels are going to part of the association and recorded with the final plat.

D. Tapping fees apply for the sanitary sewer connection.

2. ERICKSON LAND CO. REZONE AG TO R-2 AND GB- FILE NO. 16-02:

- The applicant is Erickson Land. Co. (Warren Erickson) Willmar, MN.
- The applicant is subdividing some land and wishes to add currently zoned AG (Agricultural) to two existing parcels one that is zoned GB (General Business) and the other is zoned R-2 (One and Two Family Residential) on property legally described as follows: Lot 1 & 2, Block One Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle NE).
- The property to the north is zoned AG, east is R-2, South is R-2/GB, west R-2.
- The current zoning and proposed zoning are in keeping with the comprehensive plan that lots along Lakeland Drive are commercial and lots further away are residential.
- The applicant wishes to develop assisted living facilities on the proposed second lot which is zoned R-2. A conditional use permit will be required as the proposed facilities are each 10 unit buildings.
 - RECOMMENDATION: Approve the rezone request and forward the Ordinance onto the City Council for a public hearing and adoption.

3. <u>ERICKSON LAND CO. TWO 10-UNIT ASSISTED LIVING FACILITIES CONDITIONAL USE PERMIT- FILE</u> NO. 16-01:

- The applicant is Energy Concepts (Warren Erickson), on behalf of Passion Properties Two, Willmar, MN.
- The applicant wishes to build two 10-unit assisted living senior facilities on property legally described as follows: Lot 2, Block One, Trentwood Estates AND also part of the NW ¼ Section 12, Township 119, Range 35 (Upper Trentwood Circle NE).
- The property is zoned R-2 and assisted living senior housing facilities are permitted with a conditional use permit.
- There are six off street parking spaces provided as well as two garage stalls and two spaces outside the garage totaling 10 spaces which exceeds the Ordinance requirements.
- As there is no property line between the two proposed facilities they will always be owned by the same entity and will not be subdivided.
- The applicant proposes building one unit in 2016 and the other at an unknown future date.
- The architectural style is similar to adjacent residential properties in the area.
- The landscape plan is varied and involves a variety of shrubs and trees.
- Is this property going to part of the Trentwood Estates homeowners association? If so declarations etc. need to amended for the new plat legal description etc.
- This property will act as a buffer between the commercial properties to the west and the two family and single family homes to the east.
- Setbacks for the proposed buildings are met.

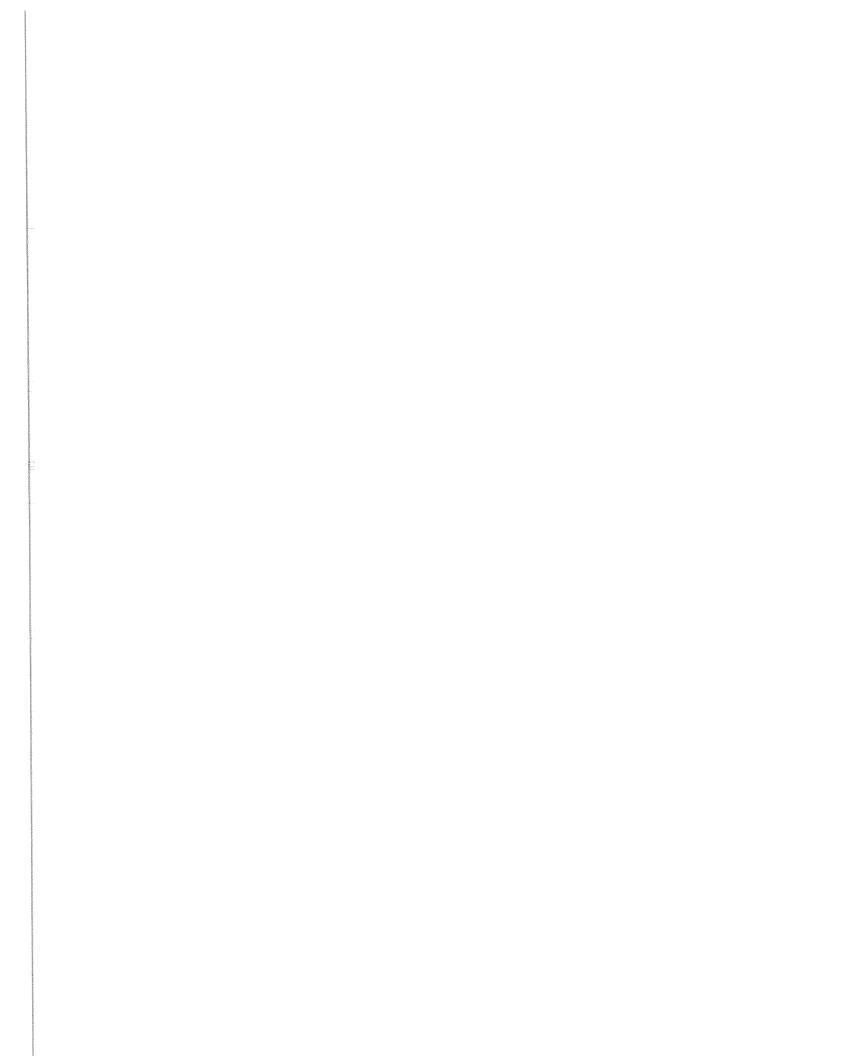
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• What type of care facility is this? 55 Plus? Number of in home care nurses?

RECOMMENDATION: Approve the conditional use permit with the following conditions:

- A. If the parcel is going to be part of the homeowners association; the declarations and bylaws shall be updated and recorded with the final plat.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

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NOTICE OF HEARING ON A REQUEST FOR

A CONDITIONAL USE PERMIT

Notice is hereby given that the City of Willmar Planning Commission will meet on Wednesday, May 11, 2016, at 7:01 p.m. at the City Office Building (Conference Room # 2 upstairs), 333 6th St. SW, Willmar, Minnesota, to conduct a public hearing to hear reasons for and against a conditional use permit requested by Martin DeZeeuw, Willmar, MN, to allow a home occupation graphic design and sign business on property legally described as follows: Lot 3, Block 4, Original Town of Willmar (315 10th St. NW).

All property owners or residents living in the vicinity of the above-described property are hereby notified of the public hearing and that they may appear in person or be represented by counsel to be heard on this matter.

April 29, 2016
Date

Megan M. DeSchepper Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficient, por favor comuniquese con Maria al 235-0850 ext. 1100, de Heartland Community Action Agency.

Haddii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo Wac: Sahra Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.

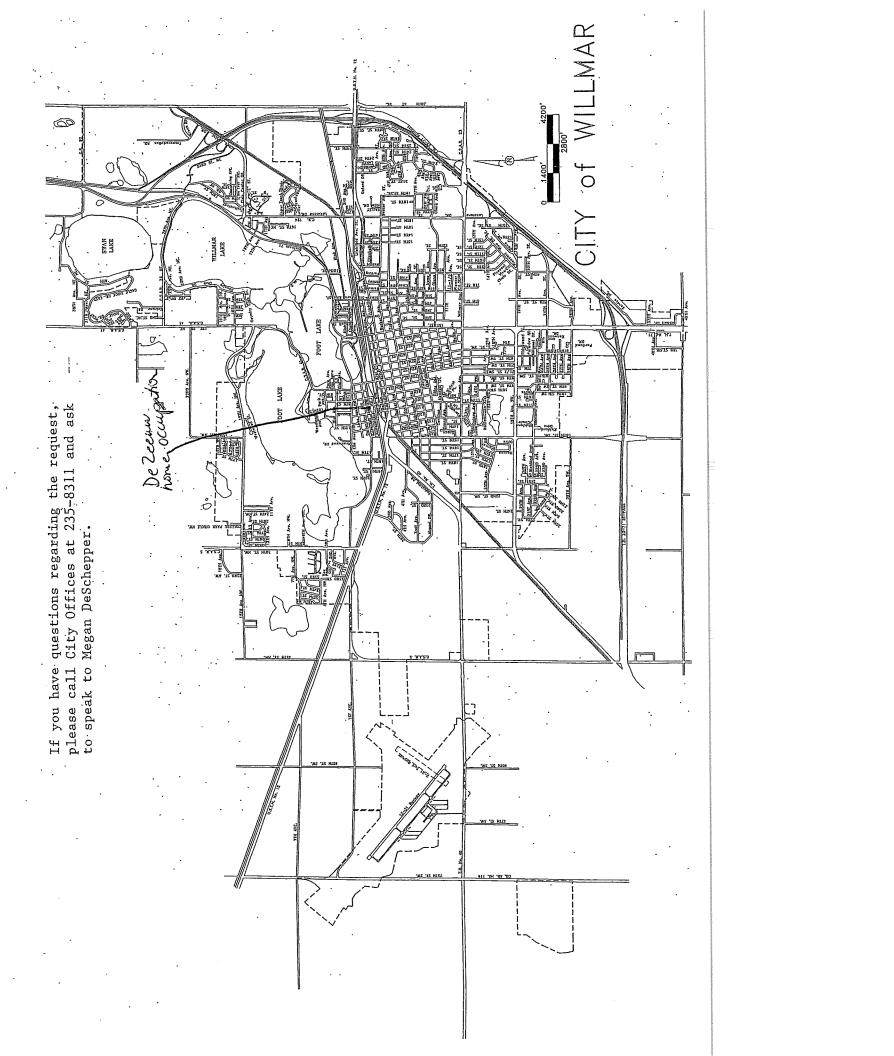
To approve a conditional use permit, the Planning Commission must make, where applicable, the following affirmative findings:

- 1. That the conditional use, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City.
- That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed conditional use.
- 3. The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community.
- 4. That the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned.
- 5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being, provided.
- That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets.
- 7. The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood.

If you have any specific questions regarding the request, call City Offices at (320)235-8311 and ask to speak to Megan DeSchepper, City Planner.

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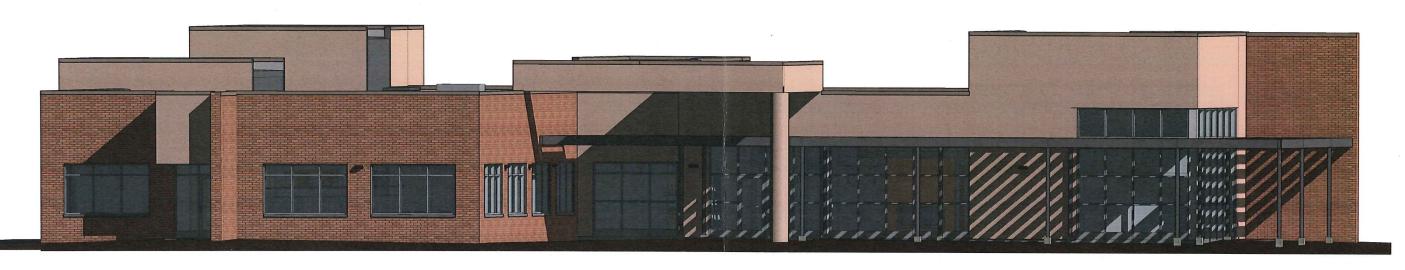


May 4, 2016

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City of Wilmar This is NOT an Official City Map or Survey

OFFICE BUILDING DOOLEY'S PETROLEUM WILLMAR, MN





DESIGN TEAM:

ELECTRICAL:

SHEET INDEX

ROOF PLAN
BUILDING SECTIONS
BUILDING SECTIONS
WALL SECTIONS
ENLARGED FLOOR PLANS
INTERIOR ELEVATIONS
ARCHITECTURAL DETAILS
DOOR DETAILS
WINDOW DETAILS
SCHEDULES AND DOOR TYPES
FINISH PLANS

SHOP - FIRST FLOOR PLAN
SHOP - MEZZANINE FLOOR PLAN
SHOP - SECTIONS
SHOP - EXTERIOR ELEVATIONS
SHOP - DOOR, FRAME & WINDOW TYPES

STRUCTURAL

FOUNDATION PLAN
FOUNDATION DETAILS AND NOTES

	CENTEROLE		MECHANICAL
KEET#	SHEET NAME	SHEET #	SHEET NAME
G1.1	TITLE SHEET	M0.1	MECHANICAL TITLE SHEET
G1.2	ABBREVIATIONS AND SYMBOLS	M1.0	FOUNDATION PLAN - PLUMBING
G1.3	CODE REVIEW	M1.1	BASEMENT FLOOR PLAN - PLUMBING
G1.4	CODE INFORMATION	M1.2	FIRST FLOOR PLAN - PLUMBING
		M1.3	PLUMBING RISER DIAGRAMS
		M2.1	BASEMENT FLOOR PLAN - FIRE PROTECTION
	CIVIL	M2.2	FIRST FLOOR PLAN - FIRE PROTECTION
	OIVIL	M3.1	BASEMENT FLOOR PLAN - HVAC PIPING
KEET#	SHEET NAME	M3.2	FIRST FLOOR PLAN - HVAC PIPING
C0.0	COVER SHEET	M3.3	HVAC PIPING SCHEMATICS
C1.0	CONSTRUCTION DETAILS	M4.1	BASEMENT FLOOR PLAN - VENTILATION
C1.1	SANITARY SEWER DETAILS & SPECIFICATIONS	M4.2	FIRST FLOOR PLAN - VENTILATION
C1.2	WATER MAIN DETAILS & SPECIFICATIONS	M4.3	ROOF PLAN - MECHANICAL
C1.3	STORM SEWER DETAILS & SPECIFICATIONS	M5.1	LARGE SCALE MECHANICAL PLANS & SECTION
C1.4	EROSION CONTROL DETAILS & SPECIFICATIONS	M6.1	TEMPERATURE CONTROLS DIAGRAMS
C1.5	SWPPP NARRATIVE	M7.1	MECHANICAL DETAILS
	TOPOGRAPHIC SURVEY	M8.1	MECHANICAL SCHEDULES
02.0	SITE PLAN		
C3.0	GRADING PLAN	MS1.0	SHOP FOUNDATION PLAN - PLUMBING
C4.0	UTILITY PLAN	MS1.1	SHOP FIRST FLOOR PLAN - PLUMBING
C5.0	EROSION CONTROL PLAN	MS1.2	SHOP MEZZANINE PLAN - PLUMBING
		MS2.1	SHOP FIRST FLOOR PLAN - FIRE PROTECTIO
		MS2.2	SHOP MEZZANINE PLAN - FIRE PROTECTION
	ADOUTEOTUDAL	MS3.1	SHOP FIRST FLOOR PLAN - HVAC PIPING
	ARCHITECTURAL	MS3 2	SHOP MEZZANINE PLAN - HVAC PIPING

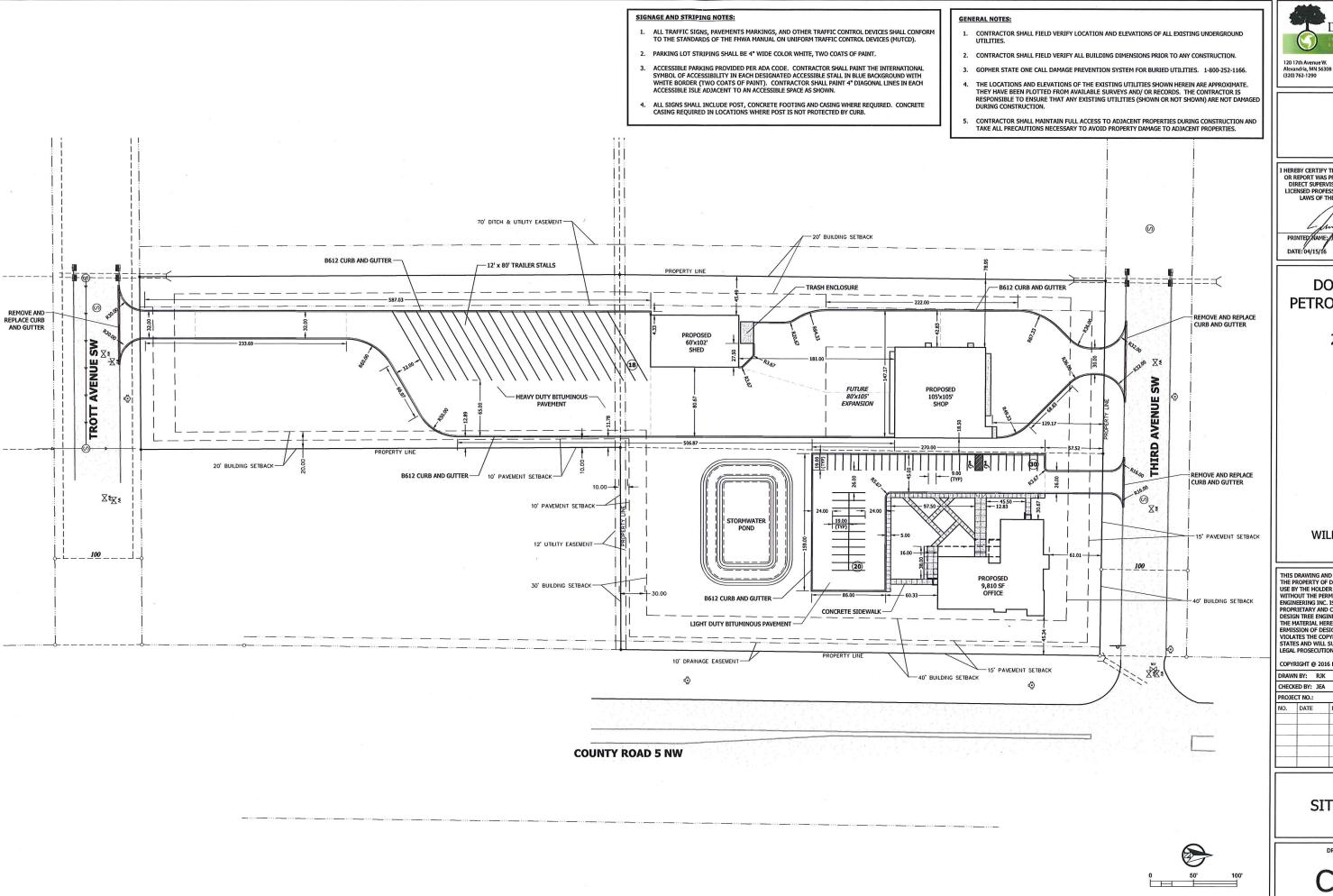
SHEET#	SHEET NAME
E0.1	ELECTRICAL TITLE SHEET
E0.2	ELECTRICAL SITE PLAN
E1.1	BASEMENT FLOOR PLAN - LIGHTING
E1.2	FIRST FLOOR PLAN - LIGHTING
E2.1	BASEMENT FLOOR PLAN - POWER
E2.2	FIRST FLOOR PLAN - POWER
E3.1	BASEMENT FLOOR PLAN - SYSTEMS
E3.2	FIRST FLOOR PLAN - SYSTEMS
E4.1	ELECTRICAL DETAILS
E4.2	LIGHTING DETAILS
E4.3	POWER DETAILS
E4.4	SYSTEMS DETAILS
E5.1	LIGHTING SECHEDULES
E5.2	POWER SCHEDULES
ES1.1	FIRST FLOOR PLAN - LIGHTING
ES1.2	MEZZANINE FLOOR PLAN - LIGHTING
ES2.1	FIRST FLOOR PLAN - POWER
ES2.2	MEZZANINE FLOOR PLAN - POWER
ES3.1	FIRST FLOOR PLAN - SYSTEMS
ES3.2	MEZZANINE FLOOR PLAN - SYSTEMS
ES4.1	ELECTRICAL DETAILS
ES5.1	LIGHTING SCHEDULES
ES5.2	POWER SCHEDULES

MECHANICAL

VICINITY MAP

WIDSETH SMITH NOLTING

G1.1





I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

LICENSE #: 44223

DOOLEY'S PETROLEUM INC.

2016

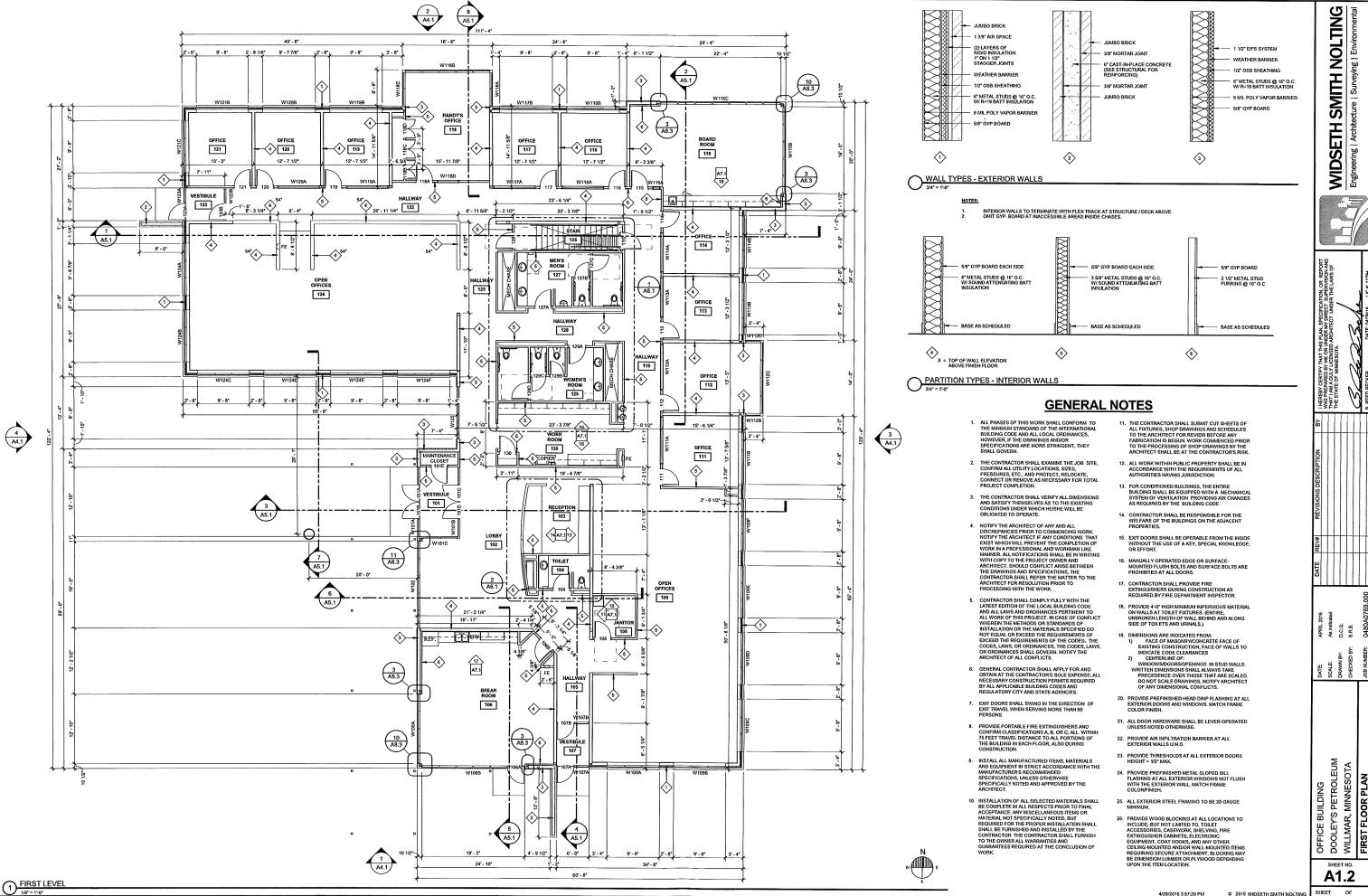
WILLMAR, MN

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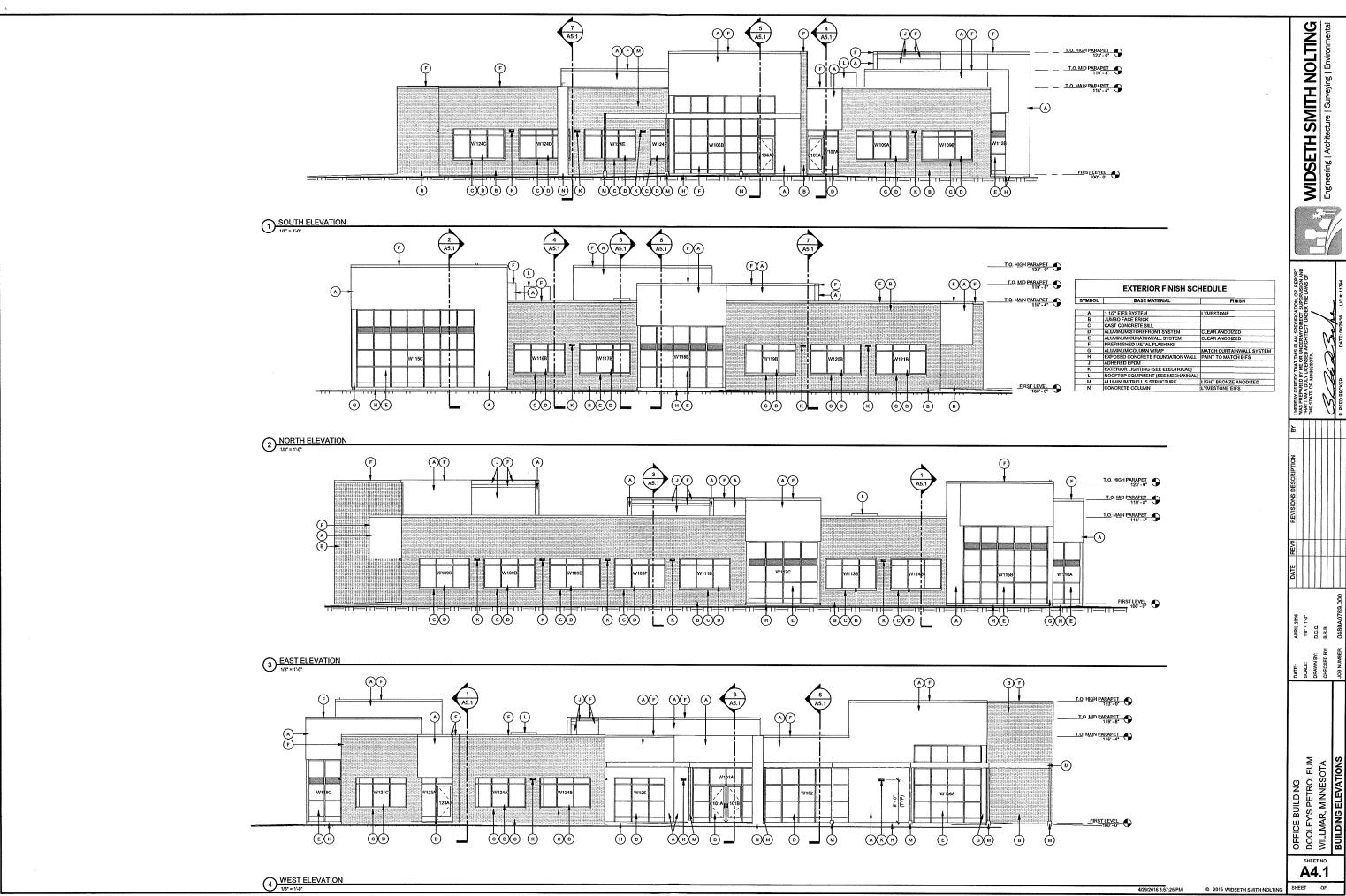
DESCRIPTION

SITE PLAN



© 2015 WIDSETH SMITH NOI TING

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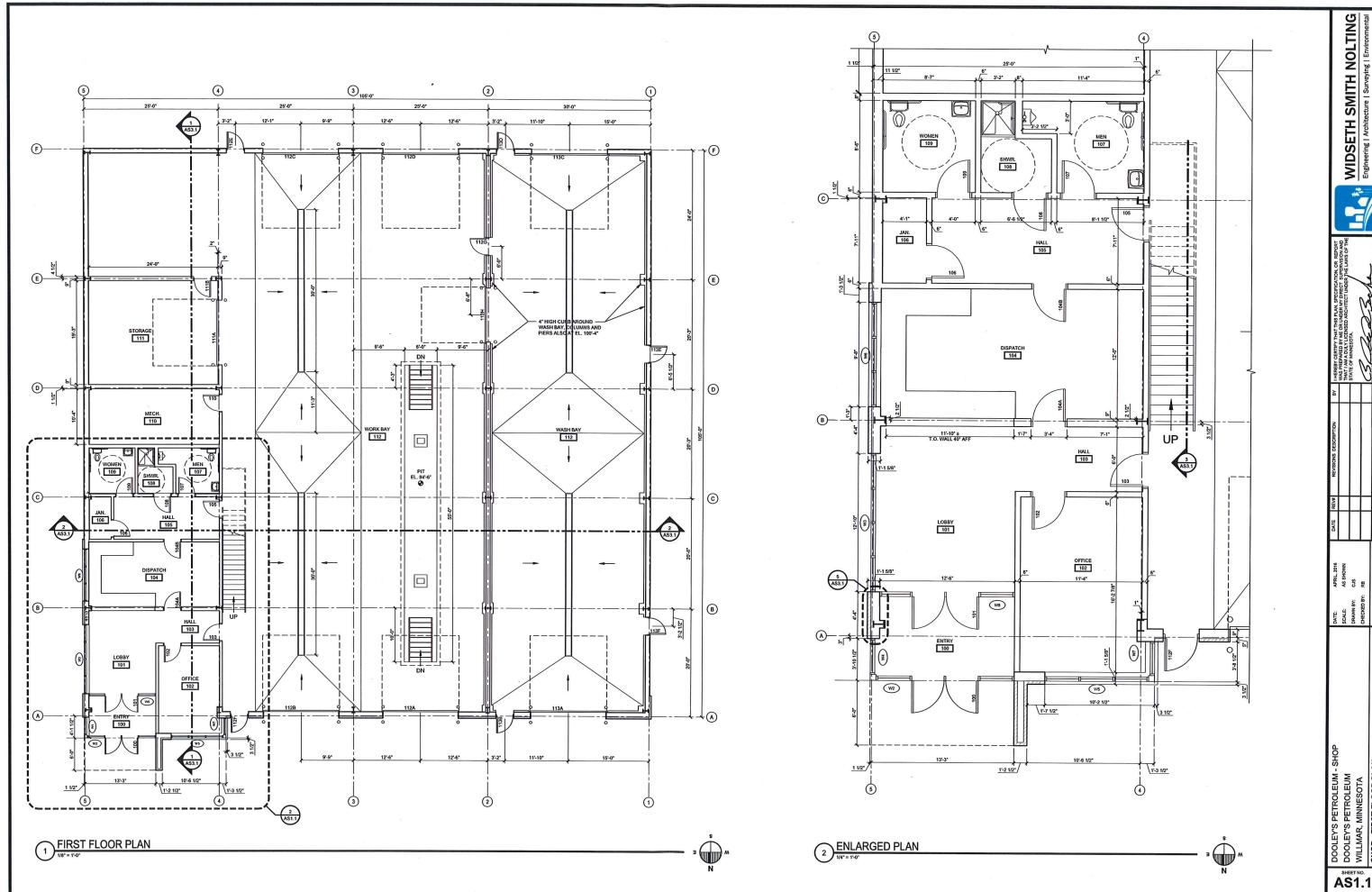
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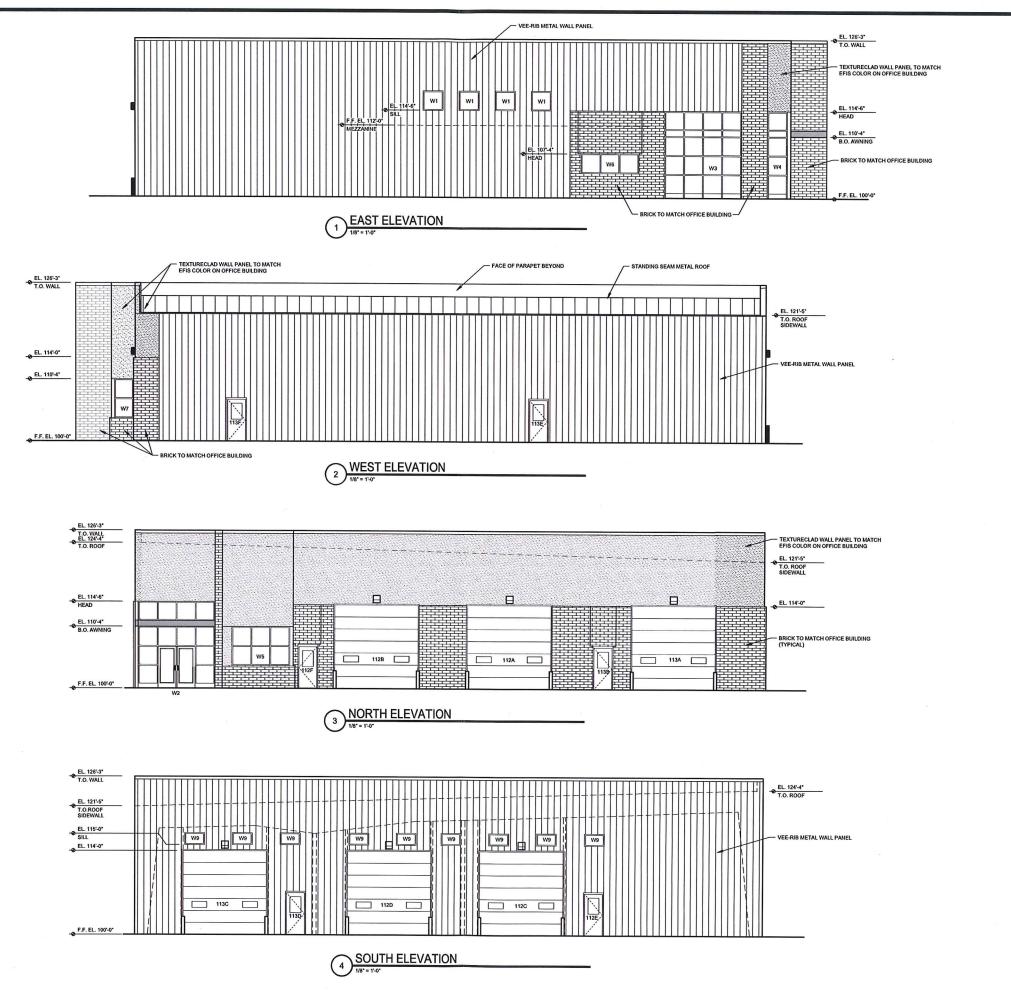
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DATE: SCALE: DRAWN BY: CHECKED BY

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MILLMAF WILLMAF SHEET NO.

DATE: SCALE: DRAWN BY: CHECKED BY

WIDSETH SMITH NOLTING
Engineering | Architecture | Surveying | Environmental